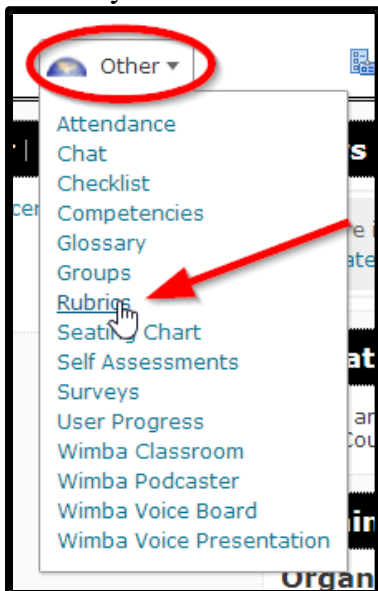


How to Create Rubrics in D2L v.10.2

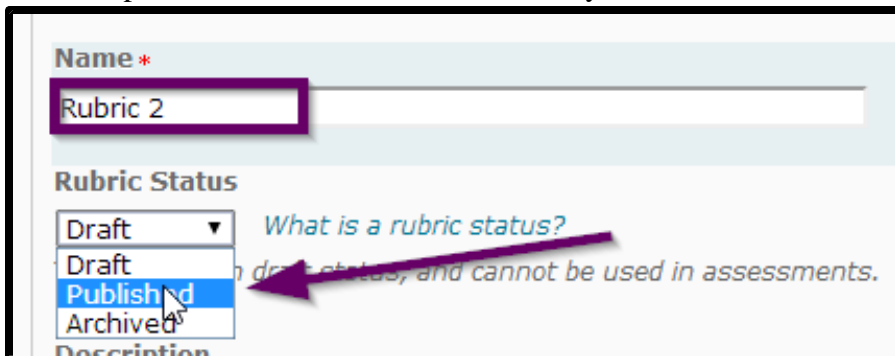
1. Go into your course and click “Other” in the navigation bar, then click “Rubrics.”



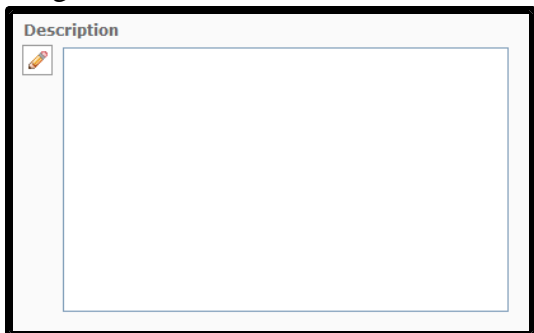
2. Click “New Rubric.”



3. Give your rubric a title, then click the drop-down menu to set it as published. Setting the rubric as published will make it available for you to use.

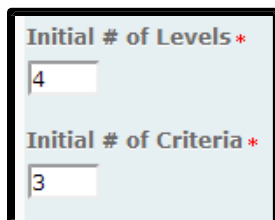


4. In the description, explain to the student to follow this rubric to successfully complete the assignment. If this rubric is for a single assignment, you might type a summary of the assignment into the box.



Description

5. Under “Rubric Type,” you have the option to set your rubric to analytic (the assignment is graded in parts and then put together into one grade. For instance, if spelling was worth 50 points and grammar was worth 50 points, you would grade each separately and then add the points together) or holistic (this would be more of a guideline for students; it would explain what is expected and then it is given one grade at the end. **Note: “holistic” does not count for QM grading guidelines**).
- a. If you chose analytic, your next step is to choose your number of levels, and your number of criteria. Criteria will be the different aspects you will be grading on, and levels will be the options for how well the student performed in each criteria.



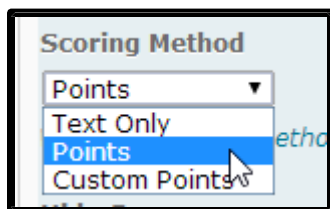
Initial # of Levels *

4

Initial # of Criteria *

3

Next, choose your scoring method. In the drop-down menu, you can choose “text only,” which only show the students textual levels (for example: “poor,” “good,” and “excellent”); you can choose “points,” which will show the textual levels and the corresponding point values (for example: “poor (0 points),” “good (75 points),” and “excellent (125 points)); you can choose “custom points,” which will be similar to “points” except you can customize the amount of points for each level on each criterion rather than having all of them the same.



Scoring Method

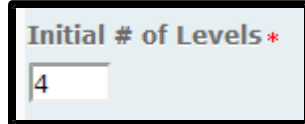
Points

Text Only

Points

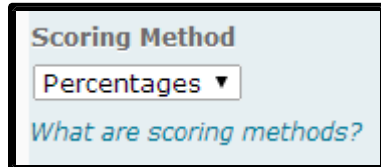
Custom Points

- b. If you chose holistic, you will next choose your number of levels. These levels will be what is used to evaluate the assignment.



Initial # of Levels *

For the scoring method, you can choose “text only,” which only show the students textual levels (for example, “poor,” “good,” and “excellent”); or you can choose “percentages,” which will allow you to directly give the percentage based on the levels you entered.

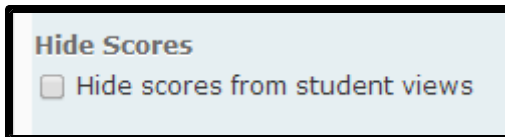


Scoring Method

Percentages ▼

[What are scoring methods?](#)

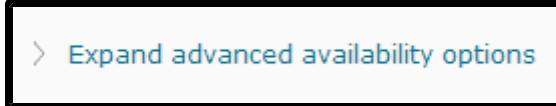
6. For both analytic and holistic, you have the option to hide the scores from students (unless you choose a "text only" scoring method). To do so, click the check box.



Hide Scores

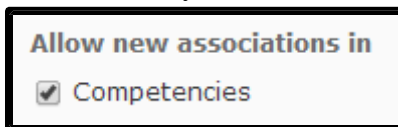
Hide scores from student views

7. If it is not already expanded, click “Expand advanced availability options.”



> [Expand advanced availability options](#)

Make sure the “Competencies” check box is clicked. It must be clicked for the rubric to be visible for you to use.



Allow new associations in

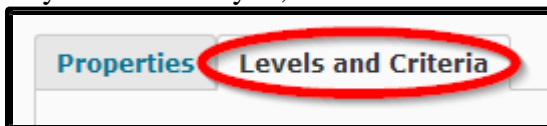
Competencies

Click “Save.”



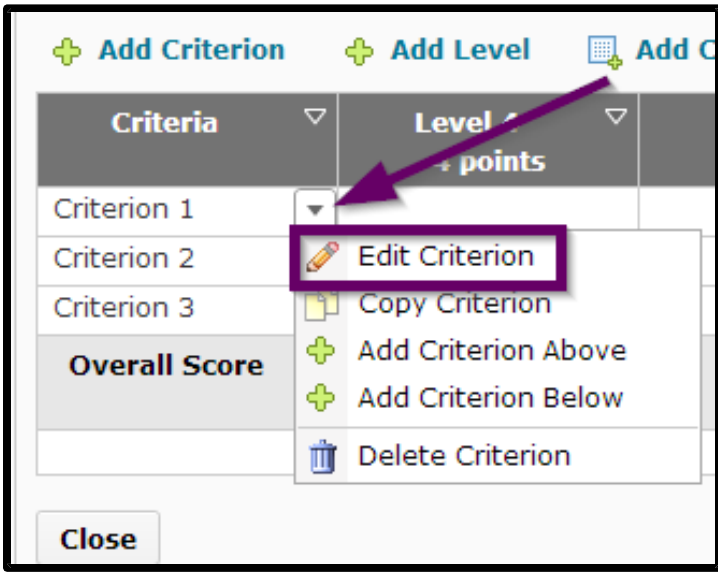
Save

8. If you chose analytic, click the “Levels and Criteria” tab at the top of the page.

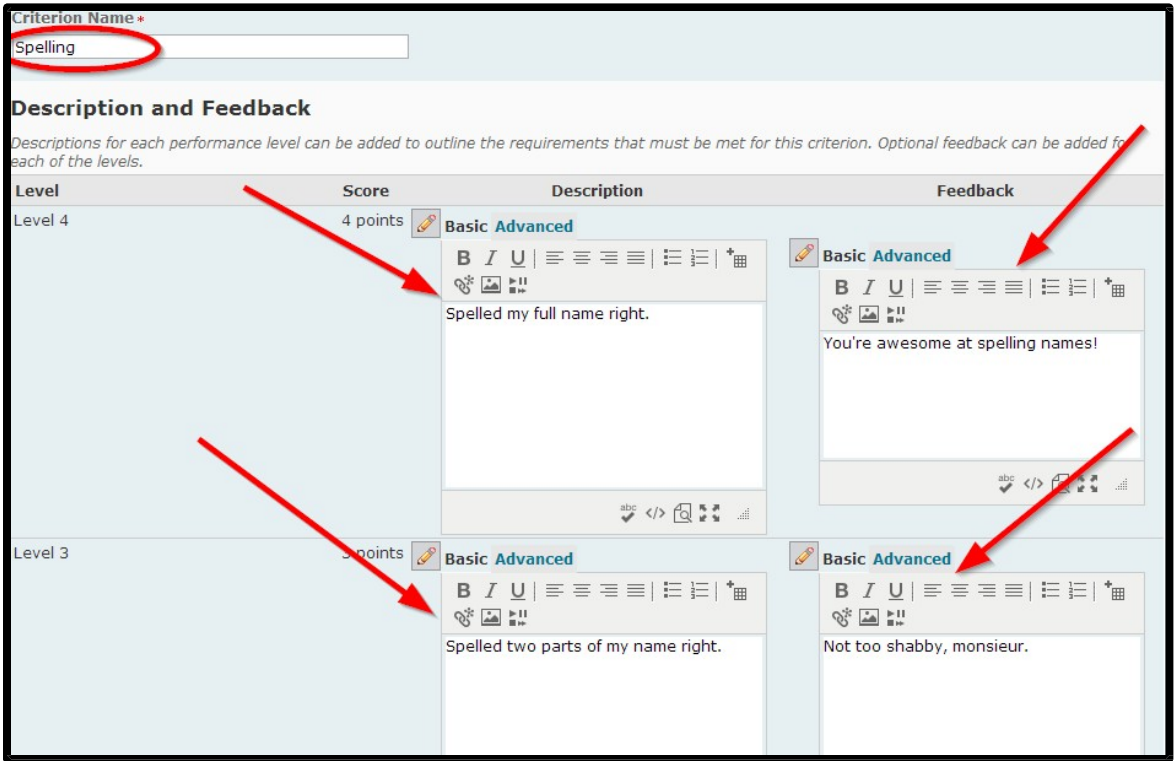


Properties **Levels and Criteria**

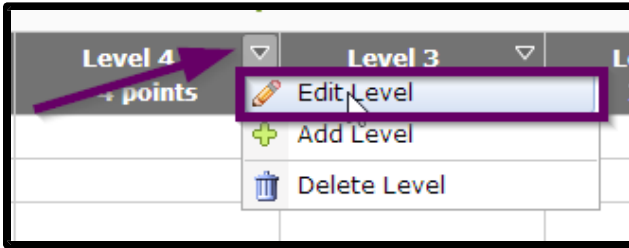
Click the down arrow next to the first criterion, and click “Edit Criterion.”



Give the criterion a name, then add a description so that students understand what they need to do to earn the points at this level. Be as specific as possible. If you wish, add feedback for each level. Then click “Save.” Repeat this step for all criteria.



To edit a level, click the down arrow, then click “Edit Level.”



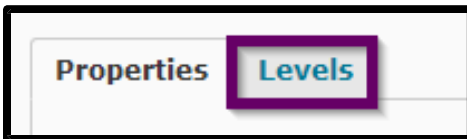
From here you can change the level name and the points achieved from this level. Do not worry about the description and feedback here, because these were taken care of when you edited your criteria, and they should already be filled in. Click “Save.” Repeat for each level.

Level Name *

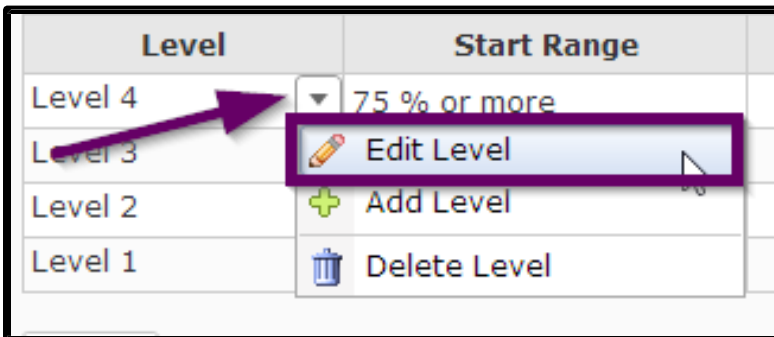
Score (points) *

→ → Save

9. If you chose holistic graded by percentages, click “Levels.”



To edit a level, click the down arrow next to the level, then click “Edit Level.”

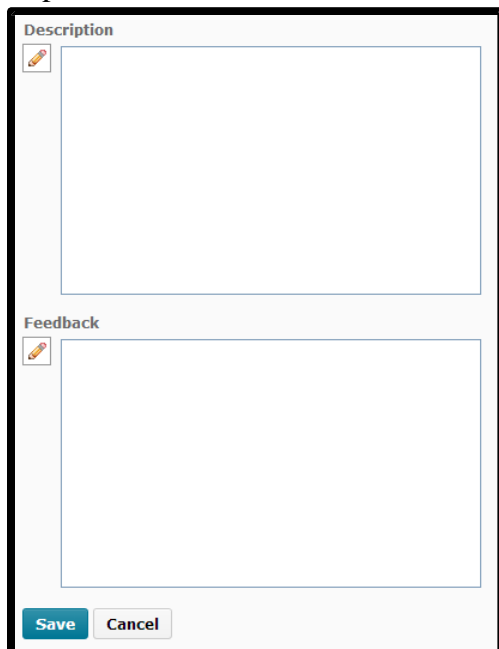


From here you can edit the level name and starting percentage or point value.

Level Name *

Start Range (%) *

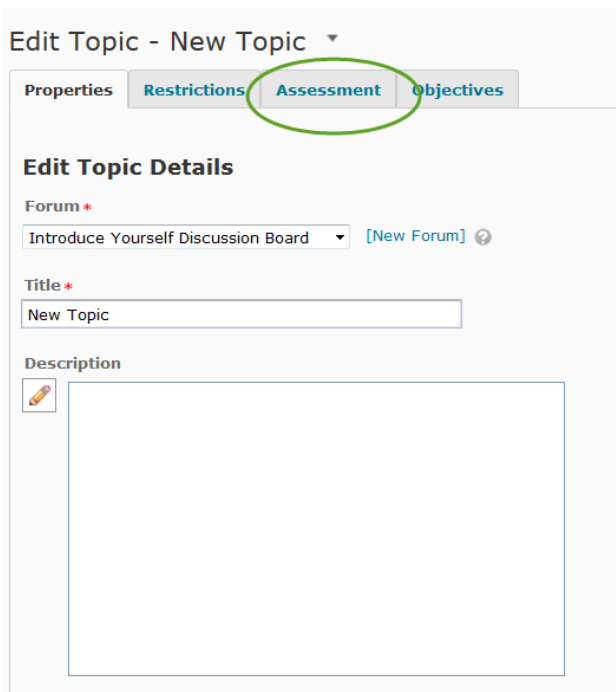
Next you can enter description and feedback for the level. When you finish, click “Save.” Repeat for each level.



The screenshot shows a form with two main sections: 'Description' and 'Feedback'. Each section has a small pencil icon in the top-left corner and a large empty text area. At the bottom of the form, there are two buttons: 'Save' (in a teal box) and 'Cancel' (in a light grey box).

When all your criteria and/or levels are in, you're done creating your rubric.

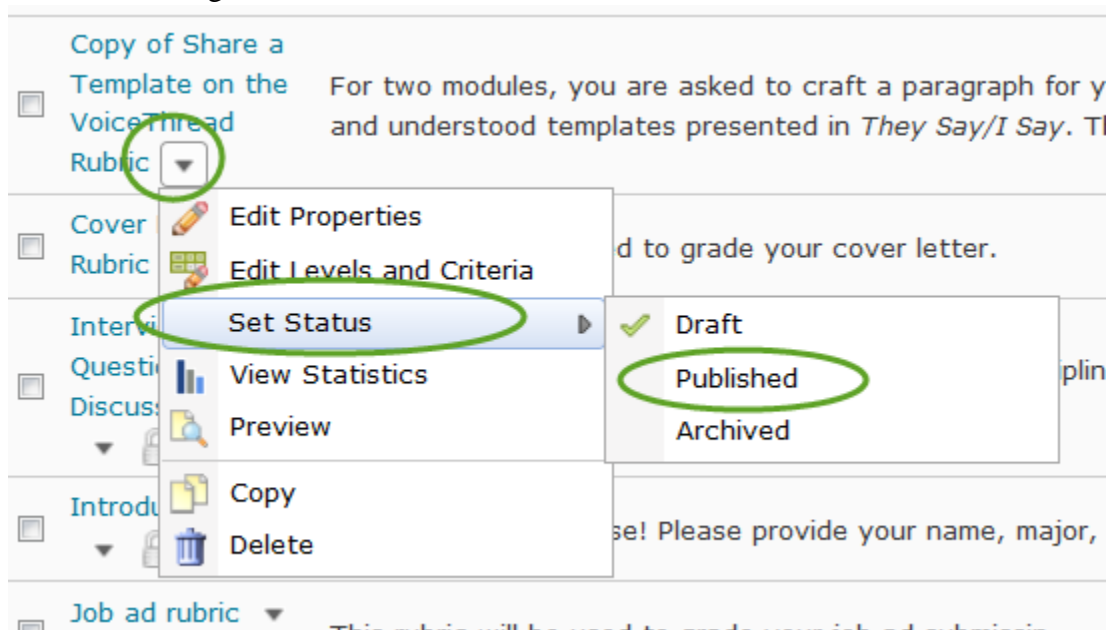
10. To apply the rubric to a discussion assignment, open the discussion topic for editing, and click on the “Assessment” tab.



The screenshot shows the 'Edit Topic - New Topic' interface. At the top, there are four tabs: 'Properties', 'Restrictions', 'Assessment', and 'Objectives'. The 'Assessment' tab is highlighted with a green circle. Below the tabs, the 'Edit Topic Details' section is visible, containing a 'Forum' dropdown menu (set to 'Introduce Yourself Discussion Board'), a 'Title' text box (containing 'New Topic'), and a 'Description' text area with a pencil icon.

11. Click on “Add Rubric.”
12. Then click on the rubric and choose “Add selected,” then click “Save and Close.”
13. To apply the rubric to a dropbox, open a dropbox for editing. Under the “Properties” tab, choose “Add Rubric.”
14. Then click on the rubric and choose “Add selected,” then click “Save and Close.”

If you don't see your rubric, click on “cancel.” Then revisit the rubrics tab to make sure your rubric is published. If it is not published, change the status to published, and then go back to the assignment and attach the rubric.



Created by: Tiffani Reardon, February 2014
Edited by: James Monroe, June 2015